Thousands of law firms and legal departments trust award-winning PCLaw® software to help take the headaches out of running the business of law by enabling them to easily manage matter information, track calendar appointments and tasks, capture time and expenses, bill and collect payments from clients, pay vendors, reconcile bank statements and manage trust accounts—all from a single source.

- **All-in-One Matter, Billing and Accounting Management Software** Centralize all client/matter details—including contacts, key dates, emails, documents, billing and payments—so all members of the firm can quickly access the information they need.

- **Expedited Billing** Shrink billing cycles with standard invoice templates. Invoice walk-in clients on the same day through “quick-bill” capabilities. Save time generating and delivering invoices with batch email bill processing.

- **Flexible Client Payment Options** Prevent bill returns using Legal Electronic Data Exchange Standard (LEDES)-based electronic invoicing. Get paid faster and improve collection rates with secure credit card processing.

- **Simplified Accounting and Financial Reporting** Ensure compliance with trust accounting requirements through built-in rules. Prevent overdraws on client trust accounts with automatic transfers during billing. Choose from more than 50 standard reports to better understand your firm’s financial health.

- **Partner Solution Integration** Access a growing portfolio of LexisNexis partners to solve for a multitude of business problems within the firm. Through these partners—and the list is growing frequently—the capabilities of practice management can expand to include streamlined credit card processing with compliance fraud alerts, tax form downloads and check requests, and more—all integrated with PCLaw.

- **Broad Range of Integrations** Import use information from control devices on telephones, copiers and other office systems and allocate client and firm expenses automatically for complete capture of all activity. Export data into Adobe® PDF, Microsoft® Excel®, Microsoft® Word, Corel® WordPerfect® or Intuit® QuickBooks® formats.

- **24/7 Remote and Mobile Connectivity** Remove the hassles associated with being out of the office. Help keep firm finances and matters as well as your calendar, notes and tasks organized and in control with the PCLaw® Mobility service. Use a Web-enabled mobile device and the PCLaw Mobility service for real-time access to key PCLaw functions, such as time and expense entry. Synchronize mobile devices with Microsoft® Outlook® for access just to calendar and contact information.

- **360° Dashboard Views** Get a clear view of everything that’s going on with your practice, your clients and your business. Instead of searching for all the details the dashboards pull everything you need together. With the My Practice, My Clients and My Business dashboard views, PCLaw helps you get a handle on your day, and your stress level, with just a glance.
Case and Matter Management
Increase client service levels while keeping your firm running smoothly with PCLaw software’s centralized case and matter management capabilities.

- Streamline the new client and matter intake process to prevent the loss of billable time through forms and templates.
- Save all people, contacts and critical information related to your cases, matters and firm.
- Organize communications, notes, documents, events and more.
- Manage firm-wide calendars, to-do lists and deadlines, and associate them with matters, contacts and other records.
- Recall lexis.com® and Web research search results URLs.

Billing and Collections
Meet client billing needs while reducing your internal billing cycles with PCLaw software.

- Support special client requirements including: hourly, flat-fee, split, contingency, retainer and task-based billing.
- Use the standard bill formats included, create new bill templates or customize bills for individual clients.
- Comply your electronic billing with various LEDES formats.
- Get your bills out faster, easier and more accurately with batch email billing capabilities.
- Create bills on demand for clients in one step using quick-bill capabilities.
- Ensure the accuracy of your accounting records with a single system that incorporates work-in-progress, accounts receivable, trust accounting, and client ledger information.
- Get paid faster and improve collection rates with integrated, secure credit card processing powered by OpenEdge®.

Time and Expense Capture
Generate more revenue for the firm by capturing more billable hours with PCLaw software.

- Track billable hours and expenses with traditional timesheets or timer plug-ins available for browser and office applications.
- Use the Time Entry Advisor to receive a reminder at the end of each day about that day’s unbilled tasks.
- Review and filter all unbilled activities in the Time Entry Advisor, then easily create multiple time entries.

Accounting
PCLaw software provides your firm with essential legal accounting capabilities.

- Write checks and receive client payments.
- Handle client trust funds confidently with built-in accounting safeguards.
- Reconcile trust and general bank accounts easily.
- Manage accounts receivable and payables.
- Process the firm’s payroll and prepare federal and state tax forms securely—in seconds—with tools powered by ADP.
- Choose from a variety of reports to monitor your firm’s finances and client work to include financial statements; productivity reports by staff, client or practice area, or client ledger activity.
- Export accounting data to QuickBooks, reducing the re-work and cost often associated with data entry into multiple systems.

Security
Advanced security capabilities help prevent unauthorized access. PCLaw enables your firm to restrict access to sensitive areas of the program such as client and matter data, check writing, reporting, financial information and system settings. Audit-trail capabilities log all system entries.

LexisNexis Solution Partners
PCLaw provides seamless integration to many third party software solutions. Without the hassle of complex and costly integrations, the growing network of LexisNexis partners provides the option for quick access to solutions to make practice management more efficient than ever, including:

- OpenEdge for secure, streamlined, credit card payment processing, with included compliance fraud alerts
- Artina for tax form downloads, check requests and customized, private-label forms
- ADP for payroll, talent, benefits and HR management
Dashboard Views

Get a handle on your day, and your stress level, with just a glance.

- **My Practice** – Stay in touch and in control all day long. The My Practice dashboard view includes your calendar appointments and to dos, new email and phone messages, recent matters, quick links and more.
- **My Clients** – Get a centralized view of each client’s matters in one window: meetings, tasks and ticklers, emails and documents, contact details, recent activities, even account details such as the client’s most recent payment.
- **My Business** – See a snapshot of exactly what’s going on with your firm’s financial state. From income and expenses to key performance indicators and transactions, it’s all on one screen.

Mobility

Mobile PCLaw services help your firm save time and money while attorneys and billable staff are on the go.

- Use the secure PCLaw Mobility service from your Web-enabled mobile device to enter time and expenses as they occur — eliminating billing hassles at the end of the month.
- Obtain PCLaw matter, client, calendar, document, notes and task information in real time with the PCLaw Mobility service — without calling the office.
- Integrate Web-enabled mobile devices with Microsoft Outlook for access to calendar and contact information.

“My time should be spent on billable work, not administrative details. PCLaw dashboards make it so much easier to get a quick snapshot view of everything that’s going on so I can do just that.”

— Keith Upsilon, Upsilon Law Group, P.L.
Your Success Matters: Support Options

Your PCLaw Annual Maintenance Plan subscription bundles technical support, software upgrades, support, training, and access to the PCLaw® Mobility Service into one, single-priced package with predictable, annual costs. With your PCLaw Annual Maintenance Plan, you get peace of mind from access to technical support to minimize software downtime should something go wrong and regular software maintenance and new software capabilities through new software releases.

Your subscription to a PCLaw Annual Maintenance Plan includes:

- Live-answer technical support from 8 a.m. to 8 p.m. ET, Monday through Friday.
- All new software releases available during the term of your plan at no additional charge.
- The PCLaw Mobility Service, featuring access to key PCLaw features from Web-enabled mobile devices.
- Online, self-paced OnDemand Training on key PCLaw features.

Additionally, LexisNexis has an extensive network of partners your firm can rely on for consulting services, “best practices” implementation, advanced technical services and training.

Converting to PCLaw Software

Minimize the pain of transitioning to PCLaw software with data conversion services that transfer the critical information needed to get your firm up and running in a timely fashion. Call us at 888.508.2691 to learn what accounting, billing and matter management systems we can convert.

Using PCLaw Software with Your Current Systems

PCLaw software provides timer plug-ins that enable your firm to capture more time while working in the applications you use every day, such as Microsoft Office and Corel WordPerfect. Client and billing data can be shared with LexisNexis® Time Matters® software. Documents can be scanned directly into the PCLaw software using Fujitsu® ScanSnap desktop scanners.

Request a FREE Trial†

Go to www.lexisnexis.com/pmtrial to request a limited 30-day free trial of PCLaw software.

For more information call 888.508.2691 or visit www.lexisnexis.com/pclaw.

† Charges for third-party credit card processing, payroll and data conversion services are in addition to the subscription fees for PCLaw software and an Annual Maintenance Plan. A separate subscription is required for use of the lexis.com service. Use of lexis.com is subject to additional terms and conditions.

† 30-day single-user version free trial offer is for new customers only. Offer available in North America only. Other restrictions may apply.